

IDAHO RESIDENTIAL CARE ADMINISTRATORS
BOARD MEETING

March 11, 1999
Bureau of Occupational Licenses

ROLL CALL: Sharon Ashcraft, Chairman
Verlene Kaiser
Myron Higbee

ABSENT/EXCUSED: Elizabeth Hein-Drake

ALSO PRESENT: Budd Hetrick, Deputy Bureau Chief
John Kersey, Supervising Investigator
Roger Hales, Administrative Attorney
Donetta Foss, Continuing Education Secretary
Janice Wiedrick, Secretary
Bureau of Occupational Licenses

Chairman Ashcraft called the meeting to order at 9:18a.m.

Verlene Kaiser moved to approve the minutes of December 3, 1998 meeting as written. Myron Higbee seconded the motion, motion passed.

John Kersey, Supervising Investigator, reported two complaints received during 1998 have been closed and no complaints have been filed this year to date.

Budd Hetrick, Deputy Bureau Chief, distributed the financial report showing a positive balance of \$62,760.73.

Continuing Education was discussed and Verlene Kaiser moved to establish the policy waiving the Continuing Education requirement for the first renewal. Continuing Education will be required at the second renewal and every year thereafter. Myron Higbee seconded the motion, motion carried.

Budd Hetrick reviewed the new renewal notice format and the Board suggested some changes to the notice. A draft of the notice was reviewed which included notice of the board's continuing education policy for first year licensees; reference to continuing education rule 401; a place to list continuing education hours; a continuing education certificate of compliance; and signature line. The Board approved the notice for use.

Donetta Foss, Continuing Education Secretary, met with the Board for discussion of the Continuing Education requirements and the new data base that will be used to track Continuing Education.

EXAMINATION FILES REVIEWED

The following have been approved for the examination to be held on April 13, 1999:

Donna Alderson, Marilyn Buetler, Colin Jay Dean, Travis Aaron Dean, Bonnie Gaver, Sharon L. Grundel, Donna Kaye Hamilton, Matthew Hoskins, Mary Lee, Barbara E. McGregor, Linda Vestal

TO BE COMPLETED AFTER DEADLINE

APRIL 13, 1999 EXAMINATION RESULTS:

| | Section One | Section Two | Result |
|---------------------|-------------|-------------|--------|
| Donna Alderson | n/a | | |
| Marilyn Buetler | | | |
| Colin Jay Dean | | | |
| Travis Aaron Dean | | | |
| Bonnie Gaver | | | |
| Sharon L. Grundel | | | |
| Donna Kaye Hamilton | | | |
| Matthew Hoskins | | | |
| Mary Lee | | | |
| Barbara E. McGregor | | | |
| Linda Vestal | | | |

TO BE COMPLETED AFTER DEADLINE

Board Business File

The business file was cleared with the following actions taken:

The examination study guide from NAB. If the study guide is available at no charge to the Board it is to be ordered for review.

The brochure on the NAB examination for residential or assisted living is to be copied and sent to all Board members for review.

For the examination re-write the questions to be used in the new examination were discussed and four questions were approved for use in the examination to be given on April 13, 1999.

The minute book and wall certificates were signed by the Board.

TERMINATION OF FILES:

The Board approved the termination of the following files for lack of activity:

Rose Marie Adams, Debbie Alshareef, Mary Beisley, Regina Bethel, Lynda M. Brennan, Peggy Callister, Margaret Jane Courter, Mary E. Crane, Keith Croft, Jennifer A. Erickson, A. Kay Gallund, H. Duane Gallund, Cindy M. Geiger, Paul Robert Graves, Donna Hall, Christine Ann Harding, Patricia K. Hartzog, Marshagail Hauser, Martin F. Hoffman, K. Harvey Hunt, Clark D. Hunter, Yvonne Hunter, Steven Iverson, Virginia Jeffrey, Sherri Jensen, Pennie Lee Jensen, Mary Charlene Kammerer, Janice Kay Kaufman, Karen J. Kerns, Leslie Ann Kunz, Margie M. Langley, Annette P. Lee, Nancy Ann Lou, Charlotte Ann Martin, Shannon Miller, Rhonda M. Murray, Barry S. Ott, David E. Peters, Cindy Lee Peterson, A. LaRae Peterson, Carrie Sue Peterson, Stephanie K. Potter, David Robles, Geraldine Alice Rutherford, Mark D. Schmalz, Lisa L. Salazar, Tim Snyder, Kelly Sorensen, Kenneth D. Sperry, Maggie Sun, Micklin A. W. Tanner, Don L. Thompson, Peggy Tyberg, Marilyn J. Williams, Michael Howard Wittman and Stephen W. Young.

EXPIRATION OF TERMS OF OFFICE

The terms of office for Elizabeth Hein-Drake and Verlene Kaiser will expire on July 1, 1999.

The Idaho Nurses Association has been notified of Verlene Kaiser's term ending and AARP needs to be notified of Elizabeth Hein-Drake's term end.

The meeting adjourned at 1:25p.m.